

IT NOW

STATE OF NEBRASKA - OCIO



Edited by Tami Rupe

*An internal
employee newsletter
for the
Office of the Chief
Information Officer.*

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Past newsletters can be
found at the OCIO SharePoint site:
[https://portal.nebraska.gov/ocio/
Documents/Forms/AllItems.aspx](https://portal.nebraska.gov/ocio/Documents/Forms/AllItems.aspx)



Every month we will highlight an employee with several years of State Service and report on how much technology has changed during his or her tenure.

Linda Leland grew up in Sprague and graduated with a high school class of sixteen. Her goal was to be a nurse, so she got a job at Bryan Hospital. After a year and a half, Linda realized she was not cut out for nursing and started working at a Lincoln business performing data-entry. She enjoyed the work and decided to enroll in Lincoln School of Commerce to get an Accounting Degree.

With a lack of experience in the Accounting field, Linda took a job with the State of Nebraska on January 6, 1969. She started at the capitol, Data Processing department, where she entered information on the IBM cards and had to meet strict quotas. She worked there for nine years before moving to Input/Output, where she delivered reports to agencies.

After a year, Linda moved to the tape library. At the time, all data was stored on reels either 1200' or 2400' long that were filed in dataset order A to Z. Early each day, the employees had to rotate the tapes in order of production for the night matching them with printed labels to their paper schedule by stacking them in rows on large tables. The next morning after the tapes were ran, they had to file them away and start over rotating the oldest generation out and moving the current generation to the front. Some had as many as 12 reels per generation. The em-



Linda Leland in January of 1999 receiving her 30-year service award from then Governor, Mike Johanns.

ployees were responsible for over 70,000 cartridges. A few years later, it was decided to reorganize all the reels into VOLSER order, which is volume serial order in assigned sequence. It was done on a Saturday where all the reels were moved out into the hallway, assigned numbers and put back in numeric order.

Now most everything in the tape library (OCIO Operations) is automated. The production schedule is digital and the tapes are handled by a automated machine that moves from tape to tape processing the required reports. Linda's role is now as a Console Operator monitoring the mainframe production Logical PARTition.

On a personal note, Linda is married to LeRoy and they have one daughter named Michelle. She is 25 and lives in Montgomery, Alabama. When Michelle was in her Junior year, she studied in Florence, Italy where Linda and her mother-in-law went to visit and tour Rome, Paris and Pisa. In her spare time, she enjoys quilting, sewing and reading and looking forward to her 45th anniversary with the State when she can retire.

? ASK Brenda ?

Q: Do State Employees have any say in who the State picks as their Health Insurance provider? After having United Health Care for a few months, I have major concerns about the company and its service. I'm pretty sure this was known before they were picked as our new provider. I would've rather paid a few more bucks to have Blue Cross/Blue Shield stay as the provider. The few dollars I supposedly save aren't worth the hassle as far as I can tell. How is it fair that when a contractor complains about his pay and talks about leaving, the state works with that person to get an increase. I know this has happened recently. But, as a State employee, there is no such effort for people who work hard and deserve more. I've heard it's extremely difficult for the state to hire senior technical employees because the pay is so low compared to the private industry. Benefits used to make up for it, but not anymore. With all the charts, timesheets, status reports, can't management tell that more work is being accomplished with less people? What is the incentive for people to keep up this pace and increase it (this is what's being asked)?

A: I think this is two questions, so let me try to address both of them. The first question relates to the health insurance provider. I want to preface this by saying, if you have concerns about United Health Care's service or other issues, please call Roger Wilson in Employee Benefits at 402-471-1638. They are the people responsible for bidding out the State's benefits. Employees are offered benefits as part of their employment package and the state is responsible for what they offer, therefore, employees are not asked about who they want for insurance. In all actuality, I don't know of any company that asks its employees for their opinion about who the health insurance provider should be for the company. The other item you should understand is that the State pays the majority (79%) of the employee insurance premium. The new contract currently saves the State \$1.3 million a month for just the State's portion of the premium.

As far as your contractor question, here is what happens in the case of both contractors AND employees. If a contractor and/or a state employee has a bona fide offer of a job somewhere else, but would like to stay with our organization, the State works with the employee and the supervisor to attempt to find an equitable compromise of salary that is within the rules of each contract. Neither State employees or contractors are able to "talk about leaving" and barter a higher salary. In many

cases, when it comes to contractors, the supervisor evaluates whether the increased requested salary is equitable within their team and many times the contractor leaves our employment without a counteroffer being made by the State. I know this for a fact since all these requests require my approval irrespective of where the contractor is assigned. If you would like to talk about this face to face, please let me know and I will be happy to meet with you. – Brenda

Q: Who is responsible for the floors over at CCC? When someone is working over there, they do not pick up their screws, etc. Chairs are left in the middle of the room which makes it harder to get to the back of the room.

A: I am assuming that the CCC refers to the Capitol Computer Center that the OCIO uses. The list of people with access to the room should be limited, so we should have an idea of who is in and out of the actual room. I do not believe the cleaning crew has access to this room for security reasons. Frankly, we are all adults and need to be picking up after ourselves. If there are chairs in the middle of the room, where did they come from – they aren't surplus chairs, correct? If we all just pick up after ourselves, we would avoid these types of situations. I will look at the access list of the people that can use the room and ask their leadership team member to remind them to help with this situation. Thank you – Brenda

Q: We have noticed that people are hired or resign without anyone receiving a notice of either event prior to their arrival or departure. It is unsettling to walk into the elevator or the lobby and see a complete stranger. We realize we get visitors from time to time, but their access differs. Similarly, when someone leaves, we may not realize it until we try to contact them during the course of our work and we are left with the task of finding a replacement (if there is one). A quick generic note informing us to expect a new hire or resignation is all we need to not feel dumbfounded. Is this possible? We know new hires are posted in the newsletter, but does that include contractors too?

A: You are absolutely correct. We do a pretty poor job of telling our employees about new hires and people that are leaving. The Leadership Team has had a discussion about this and we will make a better effort to ensure that this information is shared more appropriately. The newsletter seems to be the best place to do that and we will include contractors. How-

CONTINUED ON PAGE 3

BLAST from the PAST



We have dusted off an old picture from the OCIO archives. Can you guess who this is? Look for the answer in the October issue. Last month's answer is on page 8.

? ASK Brenda Cont'd ?

ever, as we all know, having the information posted is sometimes a very personal thing – some people do not want their photo added, some people would prefer that people not know they are leaving until they are gone, etc. We will do our best to make sure that everyone is aware of the information we can share. The other item your question brings to mind is the one of seeing someone that appears to be a stranger. This is **YOUR** building and we are all responsible for the security of the facility. This goes back to the “See Something, Say Something” campaign started by Homeland Security and published here some time ago. If you don't recognize someone, feel free to ask them who they are and where they work. It also helps us all get to know each other!! -- Brenda

Q: When putting paper in the blue tote in the hallway, it has been noticed that there are cardboard boxes such as tea bag boxes, microware food, pizza boxes, etc. mixed in with the paper. Also, someone has been putting cardboard boxes in the recycle box on the dock instead of in the box for cardboard boxes.

A: First, I think it is important to note that people want to recycle, and I want to continue to encourage that. We all need to be conscientious about what we put in the recycle bins. Cardboard needs to go with cardboard, paper with paper, cans with cans, and garbage with garbage. I believe most of our recycle containers are labeled to help with what should be in them. Please make sure that you are putting your recyclable materials in the proper container. It is appreciated. – Brenda



BIRTHDAYS

SEPTEMBER 3rd

Kim Converse
Prosper
Vanderweijden

SEPTEMBER 16th

Nancy Richters
Dan Schlautman

SEPTEMBER 18th

Cameron Carlson

SEPTEMBER 19th

Dale Fangmeier

SEPTEMBER 21st

Kay Reznicek

SEPTEMBER 22nd

Lisa Schafers
Fred Turner

SEPTEMBER 23rd

Matt Kuta

SEPTEMBER 26th

Beverlee Keller

SEPTEMBER 27th

Steve Sheets
Mike Bittinger

SEPTEMBER 30th

Russ Davison



Cyber Security NEWS

Staying Safe on Social Networking Sites

The popularity of social networking sites -- such as Facebook, Twitter, Pinterest and others -- has expanded tremendously. The sites are becoming more universal for both personal and professional activities. The sites also continue to serve as prime targets for malware distribution and scams. While there has been increased attention to addressing security concerns relating to social networking sites, you need to take the necessary precautions when using them.

What are the security concerns of social networking sites?

Social networking sites continue to grow in popularity as attack vectors because of the volume of users and the amount of personal information that is posted. The nature of social networking sites encourages you to post personal information. The perceived anonymity and false sense of security may cause users to provide more information about themselves and their life online than they would to a stranger in person.

The information you post online could be used by those with malicious intent to conduct social engineering scams and attempt to steal your identity for access to your financial data. For example, many individuals are tempted to click on a video they see on a friend's page. Unfortunately, these videos may lead to a malicious website. When you access a site that has malicious code, your machine could become infected.

What can you do to be safe?

- **Keep your system updated:** Ensure that any computer you use to connect to a social networking site has proper security measures in place, including up-to-date anti-virus and anti-spyware software, and a firewall.
- **Use strong passwords:** Protect your social networking account with a strong password and do not share this password with anyone or use it for other sites. In addition, some social networking sites support features for stronger authentication, such as using one-time passwords when logging in from public computers or using your phone as part of the login process. Enable these features where possible. It is critical that passwords used on social networking sites not be used on other sites.
- **Links:** Be cautious when clicking on links. If a link seems odd, suspicious, or too good to be true, do not click on it...even if the link is on your most trusted friend's page. Your friend's account may have been hijacked or infected and now be spreading malware.
- **Scams:** Criminals take advantage of the open nature of social networking sites to defraud individuals. Such scams sometimes use the pretext of an offer for a job, money or a great deal!

- **Privacy:** Do not assume privacy on social networking sites. For both business and personal use, confidential information should not be shared. You should only post information you are comfortable disclosing to a complete stranger. Review a site's privacy policy. Some sites may share information such as email addresses or user preferences with other parties.
- **Personal Information:** Do not respond to an email requesting personal information or that asks you to "verify your information" or to "confirm your user-id and password."
- **Be cautious about installing applications:** Some social networking sites provide the ability to add or install third party applications, such as games. Keep in mind there is little or no quality control and they may have full access to your account and the data you share. Malicious applications can use this access to interact with your friends on your behalf and to steal and misuse personal data. Only install applications that come from trusted, well-known sites. If you are no longer using the app, remove it. Also, please note that installing some applications may modify your security and privacy settings.

For more information on the Cyber Security department of the OCIO, view their webpage at <http://cio.ne.gov/cybersecurity/>. This article taken from December 2011 newsletter at <http://msisac.cisecurity.org/newsletters>.



2012 HUSKER FOOTBALL SCHEDULE

SEP 1	SOUTHERN MISS	MEMORIAL STADIUM
SEP 8	UCLA	AT PASADENA, CALIF.
SEP 15	ARKANSAS STATE	MEMORIAL STADIUM
SEP 22	IDAHO STATE	MEMORIAL STADIUM
SEP 29	WISCONSIN	MEMORIAL STADIUM
OCT 6	OHIO STATE	AT COLUMBUS, OHIO
OCT 20	NORTHWESTERN	AT EVANSTON, ILL.
OCT 27	MICHIGAN	MEMORIAL STADIUM
NOV 3	MICHIGAN STATE	AT EAST LANSING, MI.
NOV 10	PENN STATE	MEMORIAL STADIUM
NOV 17	MINNESOTA	MEMORIAL STADIUM
NOV 23	IOWA	AT IOWA CITY, IOWA

SOME
NEWS
FROM

OCIO Office Services Team

This section comes from Lori Lopez Urdiales. Members of the Office Services Team include Jeanine Yost (OCIO Front Desk), Vicki McElroy, Howard Johnson and Larry Kosch (OCIO Logistics).

OCIO FRONT DESK NEWS

Just a reminder that whenever you have a question, need to report a copier or building problem, need copier supplies or want to inform us of low levels on office supplies, please send a note to OCIO.FrontDesk@nebraska.gov and we will be happy to assist you. If we can not answer your question, we will direct you to the appropriate person who can.



To order specialized office supplies and/or furniture, we would like your supervisor's approval. This could be done via an email to OCIO Front desk with your supervisor copied on the note. These may include but are not limited to: specialized folders, desktop accessories, chairs, file cabinets, etc.

In regards to office supplies, please let us know when we are down to just one item or if you've taken the last one. This would be appreciated and is very helpful.

LOGISTICS NEWS

The Logistics Team has been busy, busy, busy not only with processing all OCIO incoming and outgoing mail and packages but there has been a lot of activity with surplus and destruct. Pick-ups have been scheduled for the remainder of the year. In addition, we have been working with Kathy Christiancy on the development of the Logistics SharePoint site. If you have any questions regarding the information below, please send the team an email at OCIO.LogisticsTeam@nebraska.gov.

UPS Labels. Did you know that the Logistics Team can now print UPS labels for all of our outgoing packages? We worked with AS-Mail Services and are now part of the "Campus Ship" program. We have the capability now to type up UPS labels for all outgoing packages whether they are ground, next day air, or overnight. You no longer need to type up a label to affix to your package. Just give us the destination address along with the billing code to use and we will get a UPS label printed for the package. Remember, UPS does not deliver to PO Boxes or Rural Routes. This new capability now allows us to get a tracking number immediately plus we receive notices of delivery times sooner. The billing for UPS shipping will still come through AS-Mail Services. If you have any questions, please see Vicki, Larry, or Howard in Logistics and they will be happy to help you out.

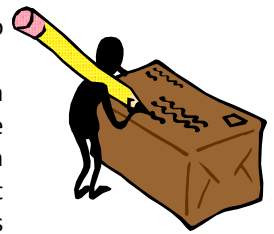
SHIP TO:

**Deadline to get packages to the Logistics Team:**

- 1:45-2:00 p.m.** Will go out that same day with 2:30 p.m. pickup by Mail Services
- After 2:30 p.m.** Will go out the next day with 7:30 a.m. pickup by Mail Services
- Emergencies:** We can process the label for you but the package will need to be taken to Mail Services-NSOB by 3:00 p.m. or to Mail Services-Capitol by 3:30 p.m. for processing. UPS picks up packages at Mail Services at 4 p.m.

Packages. Here is our policy in regards to opening packages.

- When a package is delivered by a "carrier", **IF** there is a name on the package or a packing slip is attached on the outside, the Logistics Team will not open the package. The exception is Intergovernmental Data Services or phone equipment.
- **IF** there is no name or packing slip on the package, Logistics will open the package to look for a packing slip to help determine the owner.
- On rare occasions, the Logistics Team will need to open a box with a name on it to locate the packing slip so they can date stamp the packing slip (with the exception of cell phone packages).
- The Logistics Team will then email you a request to pick up your package.
- The Logistics Team members log in any package(s) for which they sign for such as UPS, FedEx, etc.
- Once notified, staff members will need to sign the log to receive their package. Packages that come in the USPS mail are not logged in. Packages that come in via inter-office or US post office mail will be delivered with the normal mail delivery. These packages follow the same opening rules listed above.
- If there is a package you do not want the Logistics Team opening, please notify them in advance of the package arrival.



Special Deliveries. If you are expecting a special delivery (letter, package, incoming equipment, etc.), please contact the Logistics Team via OCIO.LogisticsTeam@nebraska.gov.

Mass Mailings. When sending out mass mailings via US mail, did you know you don't need to seal the envelopes? You can send all of your US mail unsealed in a stack with the flaps over one another (nesting) and rubber banded to the mailroom and they will seal the envelopes shut as they put the postage on them. This only pertains to #10 white business envelopes – all other sized envelopes however will need to be sealed.

CONTINUED ON PAGE 6

OCIO Office Services Team Continued

Also, when sending out mass mailings via interoffice, the mailroom would appreciate it if you could sort the mail by location. Such as putting all mail to the NSOB in one stack and rubber banding it, all mail to the Capitol in one stack, etc. This helps them sort the mail so much faster and they really do appreciate it.

Mail Delivery/Pickup Times and Delivery to floors:

Note: These are approximate times.

All are dependent upon Mail Services and USPS delivery.

Inter-office Mail Delivery: 10:15-11:00 a.m. and 2:15-2:30 p.m.

US Postal Services Delivery:

PO Box mail, 10:15-11:00 a.m. and street address mail could arrive anytime between Noon-5 p.m.

Outgoing Mail: 10:15-11:00 a.m. and 2:15-2:30 p.m.

Logistics Floor Mail Pickup: 9:50-10 a.m. and 1:45-2:00 p.m.

Logistics Delivery to OCIO Floors: 11 a.m.-12 p.m., 3-3:30 p.m. (Depending on the volume of afternoon mail, we may not deliver the mail until the next morning 7-7:30 a.m.)



Surplus/Destruct

Next surplus pickup is Wednesday, September 12th

Future surplus pickup is Wednesday, November 7th (subject to change)

Destruct will be scheduled as recycle bins get full

Next furniture surplus auctions are:

September 8th, November 3rd, and December 15th (subject to change)

Next vehicle auction is: Saturday, October 13th

Auction flyers are posted one week before the auction. Auction flyers can be found at www.das.state.ne.us/materiel/surplus/auctionschedule.htm - then click on "flyer" next to the auction date. Once you are at the flyer, you can go to a slide show the auctioneer has set up. Just scroll down to the bottom of the flyer and click on www.bidawad.com to bring up the site for the photos. Locate the auction for the State of Nebraska and click on the slideshow. This will bring up photos of what is available to bid on at the auction. Enjoy!

State Service Anniversaries

45 YEARS	Lee VanSlyke
29 YEARS	Doug Hahn
26 YEARS	Marcia Stewart
	Kathy Jensvold
20 YEARS	Dave Rasmussen
14 YEARS	Michelle Metcalf
	Tom Rolfes
12 YEARS	Renee Bramhall
11 YEARS	Rene' Botts
10 YEARS	Prosper
	Vanderweijden
8 YEARS	Kathy Christiancy
7 YEARS	Mike Schmidt
4 YEARS	Bill Dale
	Kim Gosnell

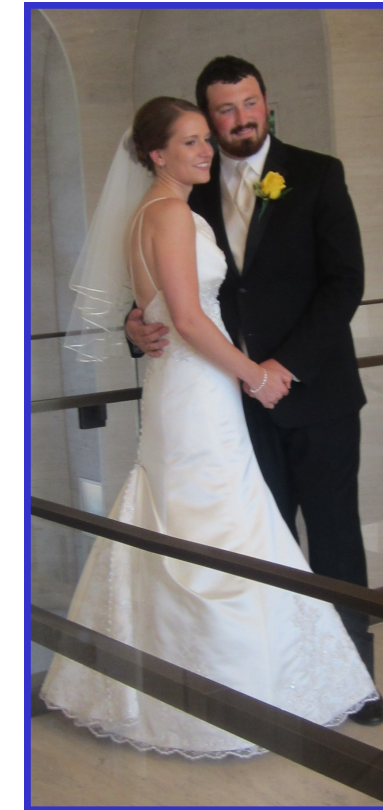


- ◆ New features have been added to the link.ne.gov web-site. We ask all employees to please check in frequently to see what's new under the "News and Events" section.
- ◆ In other news, we've had several changes in the HR Office. Please contact Susie Voecks as always for any questions about your paycheck. Crystal Booker will be handling FMLA and other leave questions, Workers Compensation, and disciplinary issues. Debbie Pester is the point of contact for new hire orientation and paperwork. She also handles training and performance with the new system. We have one HR position vacant, so Debbie Pester will handle recruiting until this position is filled. Feel free to contact Kellie Graham,

HR Administrator, with any questions you may have.

- ◆ Judi Yorges has been hired as the Communications Coordinator for special events with Administrative Services.
- ◆ The 2012 Director's Picnic will be on September 7th from 11:30 am to 1:00 pm at 1526 K Street patio and parking lot.
- ◆ The HR Office is working with the OCIO to convert employee files to the new On-Base system. We hope to make this happen over the next few months and are very excited about the new technology.
- ◆ Administrative Services held some fun and successful fundraising events for the Charitable Giving Campaign that ran August 6th-31st. The Bake Sale netted a record \$872.35, Floats at the Capitol raised \$139, two Float vs. Snowcone Throwdowns earned \$385.44 and the NEW Beach Ball Pit, where employees paid \$1 to guess the number of beach balls in the "pit" on the first floor of the NSOB, amassed \$443. The grand total raised was \$1,839.79.

EMPLOYEE NEWS CENTER FAMILY



Martin Ciecior and his wife, Diane, have two announcements concerning their daughter's busy summer. In May, Nicole graduated from Creighton with the degree of Doctor of Physical Therapy. She spent the next six weeks studying for the Physical Therapy boards which she passed at the beginning of July. Nicole is now employed at Grand Island Physical Therapy.

Besides studying for the boards this summer, Nicole was also planning her wedding. She was married to David Morris on July 21st at Cathedral of the Risen Christ Church in Lincoln.



Cindy Cameron is pleased to introduce her husband, Don Kauk. They were married in Lincoln at the Sunken Gardens on July 14th. Kauk is pronounced "Cowk" which may have something to do with his passion for cattle. Since he likes to hunt, fish and ride horses, Cindy and Don have plenty of fun things on their list to keep the newlyweds busy.

Charitable Giving Campaign Results

The State Advisory Board responsible for the Nebraska State Employee Charitable Giving Campaign has once again created a little friendly competition through the combination of various state agencies for employee pledges. Five teams were created called the Governor's Challenge. OCIO is on Team Five in which Brenda Decker has been designated as the coach for the second year. Our goal this year is to increase the number of Team Five employee participation in the program by 10%. Look for final results of how the teams fared in this contest in the *October IT Now*.

The Campaign ran **August 6th through 31st** this year with the theme of **"Why I Give!"** Each agency was in charge of creating their own unique fundraising events. Competition categories include: dollars, participants, new dollars, new participants and creativity. Last year, Team Five was Runner Up in the Champion of Givers, Champion of Dollars and Champion of New Dollars Categories. We won the Champion of Creativity category with the Team Five Charitable Giving Website.

For 2012, OCIO created a new contest to increase our contribution: The 501 Building Coin War. The goal with the Coin War was for each team to have the most points at the end. A penny was worth 1 point, a nickel was worth 5 points, a dime was worth 10 points, a quarter was worth 25 points... **but a dollar bill subtracted 100 points**. This was the crux of the *coin war*! Each floor was a team, with the exception of 1st and 2nd, who joined forces. Cans for all three teams were placed in all floor's break rooms to collect coins. Players caused havoc for the other teams by placing dollar bills in their opponent's jars causing negative amounts to their total points.

Third floor was the winner with 2,452 points. Congratulations and enjoy your celebratory donuts courtesy of Brenda Decker! Fourth floor had 839 and 2nd floor had -2,418 points. Overall Coin War efforts earned \$448.73.

In addition, OCIO held their ever-successful "Jean Days" which cleared \$2,264. The total amount earned by OCIO for the "General Fund" of the Charitable Giving Campaign was \$2,712.73.



Fishy Neighbor

There are 5 houses in 5 different colors in a row. In each house lives a person with a different nationality. The 5 owners drink a certain type of beverage, smoke a certain brand of cigar, and keep a certain pet. No owners have the same pet, smoke the same brand of cigar, or drink the same beverage. Other facts:

1. The Brit lives in the red house.
2. The Swede keeps dogs as pets.
3. The Dane drinks tea.
4. The green house is on the immediate left of the white house.
5. The green house's owner drinks coffee.
6. The owner who smokes Pall Mall rears birds.
7. The owner of the yellow house smokes Dunhill.
8. The owner living in the center house drinks milk.
9. The Norwegian lives in the first house.
10. The owner who smokes Blends lives next to the one who keeps cats.
11. The owner who keeps the horse lives next to the one who smokes Dunhill.
12. The owner who smokes Bluemasters drinks beer.
13. The German smokes Prince.
14. The Norwegian lives next to the blue house.
15. The owner who smokes Blends lives next to the one who drinks water.

The question is: WHO OWNS THE FISH?

Email your answer to tami.rupe@nebraska.gov. Winners' names will be published in the October newsletter. August Winners: Brad Weakley and Rod Wiles. Answer: Derek & Carol called their child Sarah (every name contains the same middle character).

BLAST from the PAST

AUGUST ANSWER:

This photo is 3rd Shift Operations from 1977. Left: Cindy Cheney, Alden Jensen (AJ), **Carol Lewis (Brezina/Billesbach)**, Ginny and **Craig Sievert** in front. Current employees are in bold.



UPCOMING CONFERENCES

There are a few upcoming conferences that OCIO employees are involved in that you may want to attend.

2012 Broadband Connecting Conference (October 2)

*Cornhusker Conference Center
333 S 13th Street, Lincoln*

Join leaders from across Nebraska to explore the potential of broadband technologies to promote economic and community growth. This is your opportunity to meet a "Father of the Internet," Vinton Cerf-Google Vice President and Chief Internet Evangelist. It provides a full day of outstanding messages, speakers and breakout sessions. Registrations must be made in advance at <http://broadbandnebraska.gov/web/nebroadband/conference>.

2012 Nebraska Association of Public-Safety Communications Officials (APCO) /National Emergency Number Association (NENA) Conference (October 2-4)

*Embassy Suites Conference Center
12520 Westport Parkway, La Vista*

This is for Nebraska's Public Safety and Emergency Management leaders from state, county, city and federal agencies. Twenty two educational classes will be held at this two-day conference with thirty-seven exhibitors. Two key note speakers are scheduled to include Kelly Rasmussen, Author of 911-Who Will Answer Your Call, and Brandi Petersen, Omaha KETV Channel 7 Anchor. An average of 200 attend this annual conference. Registrations must be made in advance from <http://www.neapconena.org/conferences/attendee-registration>.

2012 Nebraska Digital Summit (October 30)

*Embassy Suites
1040 P Street, Lincoln*

This event is for and about state and local government to foster discussion on the use of information technology as a strategic tool for managers, executives and policy makers. Registration is free for pre-registered public sector employees. The keynote speaker will be Tim Gard, author and Speaker Hall of Fame member. The general session will host Bill Bott, Co-Host of PublicGreat.org and former Deputy CIO of Missouri. To register, go to <http://events.govtech.com/events/nebraskadgs2012>.

TRAINING

Below are some outside training opportunities available in the next couple months. You will need to obtain proper approval, travel request and RFL from your supervisor. Click on the links provided for more details about the class.

Training
Knowledge
useful abilities
backbone of
quired for a

Skillpath Seminars— click on <http://www.skillpath.com> for more information

Name	City	Date	Time	Cost
The Conference for Leadership Development and Team Building	Lincoln	9/26/12	9-4	\$199
Getting the Most from Microsoft Excel	Lincoln	10/15/12	9-4	\$89

Fred Pryor Seminars— Click on <http://www.pryor.com> for more information

Name	City	Date	Time	Cost
Essential Skills for the First-Time Manager or Supervisor	Lincoln	10/2/12	9-4	\$199
Managing Emotions Under Pressure	Lincoln	11/5/12	9-4	\$149
How to Supervise People	Lincoln	9/21/12	9-4	\$149

SCC-Lincoln Campus—Click on www.southeast.edu/continuing

Name	City	Date	Time	Cost
Excel 2010 Basic	Lincoln	10/10 or 10/24	8:30-4:30	\$129
Excel Intermediate 2010	Lincoln	11/14/12	8:30-4:30	\$129
Excel Advanced 2010	Lincoln	9/19 or 12/5	8:30-4:30	\$129
PowerPoint 2010: Basic	Lincoln	10/25/12	8:30-4:30	\$129
PowerPoint 2010: Intermediate	Lincoln	9/20 or 12/6	8:30-4:30	\$129

MORE TRAINING!

Did you know there is on-line training available at no cost to you? The OCIO SharePoint site has a link to the Microsoft Office SharePoint Server 2007 Training with lessons on various tasks you can take at your own rate for Microsoft products. Just click on the link to go to the Training page in SharePoint: <https://portal.nebraska.gov/sites/TEST/stk/default.aspx>.

Microsoft Office SharePoint Server 2007 gives you a single location of resources and knowledge on Microsoft products as well as detailed how-to articles and videos. To get started on the training, click the “**Start Training**” button at the bottom of the page. Next, you will enter a page divided into subjects by task. Click the plus sign (+) next to the training section that you would like to view. Next to the **Topic** column, you will see the **Action** column. Click “**Start**” or “**Continue**” to begin your training. It will keep track of your progress.

To learn about specific software programs and tasks, click on “**Web Site**” under the More Resources section. This will allow you to select from Word, Excel, PowerPoint, Outlook, Access or SharePoint Server to choose your training course. The difficulty level, time, description and goals are listed. Hit “**Start this course**” and begin your learning!

HEALTHY LIFESTYLES

The Benefits of Fiber

Dietary fiber—found mainly in fruits, vegetables, whole grains and legumes—is something your body doesn’t digest unlike fat, protein or carbs. Therefore, it passes through your body and provides many benefits in your diet.

- Relieves constipation
- Helps maintain colon health
- Lowers blood pressure
- Helps control blood sugar levels
- Aids in weight loss

How much fiber do you need each day? The National Academy of Sciences’ Institute of Medicine gives the following recommendations. For men age 50 and younger: 38 grams are recommended; and for men age 51 and older: 30 grams. For women age 50 and younger, the level is 25 grams; and for age 51 and older: 21 grams.

How do you add more fiber to your diet?

- **Jump-start your day**—choose a high-fiber breakfast cereal with “bran” or “fiber” in the name and 5+ grams of fiber per serving.
- **Switch to whole grains**—eat only breads that list “whole wheat flour” or another whole grain. Look for at least 2+ grams of fiber per serving. Experiment with brown rice, wild rice, barley, and whole-wheat pasta.
- **Mix it up**—add fresh or frozen vegetables to soups and sauces. You can even cut a bunch in the morning and save them for snacks.
- **Get a leg up with legumes**—add beans, peas and lentils to your soup or salad.
- **Eat more fresh fruit**—apples, oranges, bananas, pears and berries are good sources of fiber. Add to meals and snacks.
- **Make snacks count**—plan snacks in your day with dried fruit, popcorn, whole grain crackers as well as a small amount of nuts.

An important note when adding fiber to your diet. Increase fiber in your diet gradually over a few weeks to avoid gas, bloating and cramping. Also drink plenty of water on your road to better health!

Source: Mayoclinic.com/health/fiber